

ARMY SUBSTANCE ABUSE PROGRAM (ASAP)

INSPECTION PLAN

This document (Staff Inspection Plan (SIP)) is an inspection and assistance guide for units and Installations Staff Inspectors. Installation Staff agencies use the SIP to conduct Command Inspections (CI) as part of the Organizational Inspection Program (OIP). Interested parties and responsible agents for implementation and compliance should read the corresponding regulatory guidance (see references below) for a thorough understanding of applicable areas and sub-areas. SIPs are available on the Installation's Intranet. Proponents update SIPs as changes occur in regulatory guidance (e.g., updates, supplementation). All SIP changes are routed through the Installation Inspector General via phone and 3.5" disk for review and submission to DOIM for publication and posting.

1. Mission: The installation activity conducts Staff Assistance Visits (SAV) and Command Inspections (CI) IAW FR Memo 1-201 to assist units and verify compliance with appropriate Army, Fort Riley, and other supplemental regulatory guidance. Additionally, this activity conducts regulatory periodic compliance inspections IAW published SIPs.

2. Primary ACI Standard: The unit will be evaluated in accordance with applicable regulations pertaining to its Alcohol and Drug Abuse Prevention and Control Program.

3. References:

Hard Copy

- ☐ AR 600-85 - ASAP, 24 March 2006
- ☐ Installation ASAP SOP for Military Urinalysis Drug Testing Program, 6 Sep 06 (Available at IBCP)
- ☐ Fort Riley Rules, 24 Mar 04, para 2-8, para 4-3
- ☐ ACSAP Guide for Commanders and UPL's, 1 June 2006 (UPL Handbook)
- ☐ Supplemental Unit ASAP SOP For Urinalysis Collection,
- ☐ Military Urinalysis Collections, 6 Sep 06 (Available at IBCP)

Digital Copy

- ☐ AR 195-5, Evidence Procedures
- ☐ AR 25-400-2 – ARIMS (www.arims.army.mil)
- ☐ Unit Prevention Leader Certification Training Program CD (UPL CTP)

4. Key Inspection Areas (CRITICAL areas are bold and underlined):

a. Bio-chemical Testing.

- ☐ Does the unit maintain required references?
AR 600-85 24 March 2006, Appendix A and ACSAP Guide for Commander and UPLs, 1 June 06, pg. I-1, Para (b)
- ☐ **Does the unit have a Supplemental Unit SOP for Urinalysis Collection?**
ACSAP Guide for Commanders and UPL, 1 June 2006 PG II-69, Para 3-2-2(a)
- ☐ **Has the Unit Commander assigned a Primary and Alternate UPL on unit appointment orders and has received training and certification by ACSAP within 1 year, and has each UPL completed/passed a local background check?**
AR 600-85, 24 March 2006 Para. 1-26 a.
- ☐ **Does the UPL maintain a secure file of ledgers, with results for all Specimens collected?**
Guide for Cdr.'s and UPL's, 1 June 2006, PG II-60, Para 3-1-1, D (1)(2)
- ☐ **Is Fort Riley Command Policy of Random testing 40% unit strength per quarter adhered to?**
Fort Riley Rules, para 4-3 (b)
- ☐ If any of the following are listed in the unit - Aviation, Military Police, NBC Personnel, and Personnel Reliability Program - are they tested at a minimum of once each year?
AR 600-85, Para. 7-6 a.

- Is the "Smart Testing" concept utilized in this unit?
Fort Riley Rules, para 4-3 (b) and ACSAP Guide for Commanders and UPLs, 1 June 2006, PG II-23, Para 2-3-1
 - **Are all service members selected for urinalysis testing tested?**
ACSAP Guide for Commanders and UPLs, 1 June 2006. PG. II-35, Para 13, (a)
 - **Does unit have a temporary storage container; is this container in a lockable room? Does the UPL have a padlock with 2 keys; one key issued to the primary UPL and the second key issued to the Commanders safe in a sealed envelope, and is SF 702 affixed to the safe or locker?**
AR 600-85 24 March 2006 Para. E-10
 - Does unit have enough collection supplies on hand to conduct probable cause or competence for duty testing? (At least 12 specimen bottles)
ACSAP Guide for Commanders and UPLs, 1 June 2006, PG II-31 Para 2-3-3, 3(a)
- b. Prevention, Education and Treatment.**
- **Once identified, are soldiers referred for evaluation and/or treatment using DA Form 8003?**
AR 600-85, 3-4,a-b, 3-7b 24 March 2006, and Fort Riley Rules, Para 4-3(c)
 - **Is the Commander conducting rehab testing?**
AR 600-85 24 March 2006, 4-3 (d) and ACSAP Guide for Commanders and UPL, 1 June 2006, PG II-17, Para 2-1-3, 1 (c)
 - Are all new assigned soldiers briefed on drugs and alcohol policies and services within 30 days of arrival to the unit?
AR 600-85 24 March 2006 Para. 1-26 d.
 - **Does the UPL ensure that all soldiers in the unit receive four (4) hours of drug and alcohol training annually?**
AR 600-85 24 March 2006, and 1-26,C and ACSAP Guide for Commanders and UPLs, 1 June 2006, PG. II-7, Para D(4)
 - Does the unit maintain a drug and alcohol bulletin board, and does the Unit market substance Abuse, and prevention education?
ACSAP Guide for Commanders and UPLs, 1 June 2006, PG. 1-4, Para 3 (c)

c. Records Management.

- Are files maintained using the Army's System for maintaining records (ARIMS)?
AR 25-400-2, 18 April 2003 and Commanders Guide & UPL Handbook, 1 June 2006, PG 65, Para 3-2-1(A-1)

All areas of the ASAP are of great importance; however **highlighted and underlined areas are Critical** areas of concern.

5. POC, IBTC, 239-4151/4152

As of 6 December 2006